

UNIVERSITY OF TORONTO MISSISSAUGA CAMPUS COUNCIL

MARCH 3, 2016

MINUTES OF THE MEETING OF THE CAMPUS COUNCIL held on March 3, 2016 at 4:10 p.m. in the Council Chambers, William G. Davis Building, University of Toronto Mississauga.

Professor Hugh Gunz, Chair
Mr. Nykolaj Kuryluk, Vice-Chair
Professor Deep Saini, Vice-President & Principal
Ms Megan Alekson
Professor Lee Bailey
Mr. Emerson Calcada
Mr. Jeff Collins
Ms Shelley Hawrychuk
Mr. Tarique Khan
Professor Angela Lange
Professor Joseph Leydon
Ms Alice Li
Mr. Amir Moazzami
Professor Judith Poë
Mr. David Szwarc

Mr. Glenn Thompson
Mr. Douglas Varty

Regrets:

Dr. Kelly Akers
Mr. Daniel Ball
Mr. Simon Gilmartin
Ms Kristina Kaneff
Mr. Sheldon Leiba
Dr. Gary Mooney
Professor Holger Syme

In Attendance:

Mr. Ebi Agbeyegbe, President, UTMSU
Ms Sonia Borg, Assistant Director, Ancillary & Student Services
Mr. Ken Duncliffe, Director, Phys Ed, Recreation & Athletics
Ms Jackie Goodman, Student Transition Manager
Mr. Walied Khogali, Executive Director, UTMSU
Ms Erin Kraftcheck, Medical Director, Health & Counselling Centre
Ms Felicity Morgan, Director, Career Centre
Mr. Dale Mullings, Assistant Dean, Students & International Initiatives
Mr. Richard Pyne, Association of Part-Time Undergraduate Students
Ms Meredith Strong, Director, Office of the Vice-Provost, Students and Student Policy Advisor
Ms Sandy Welsh, Vice-Provost, Students

Secretariat:

Ms Cindy Ferencz Hammond, Director of Governance
Ms Mariam Ali, Committee Secretary

The meeting began *in camera*.

1. Appointments to the 2016 UTM Nominating Committee

On motion duly moved, seconded, and carried

YOUR COMMITTEE APPROVED,

THAT Professor Angela Lange (teaching staff member of the Campus Council) and Ms Alice Li (student member of the Campus Council) be appointed to serve on the Agenda Committee when the Committee serves as a Nominating Committee of the UTM Campus Council.

The Committee moved into open session.

2. Chair's Remarks

The Chair welcomed members and guests to the meeting and congratulated Professor Lange and Ms Li on their appointments to the Nominating Committee. The Chair informed Council of the election period, noting that the results for the UTM Campus Council and Campus Affairs Committee, for the teaching staff estate were announced on February 26 and that winners in the student constituency elections would be declared on April 12. He congratulated the successful candidates and thanked all who participated in the elections.

The Chair also informed members that the Secretariat had received two speaking requests as follows from non-members regarding *Item 6: 2016-17 Operating Plans: UTM Service Ancillaries*: one from Mr. Ebi Agbeyegbe, President, UTM Student Union (UTMSU) and the other from Mr. Richard Pyne, Association of Part-time Undergraduate Students (APUS). The Chair granted these requests.

3. Report of the Acting Vice-President & Principal

Professor Saini remarked that this meeting was his first since his administrative leave and noted to members that during that time he had given consideration to the development of a future vision and strategic plan for UTM. He added that the draft plans would be shared with the broader UTM community following the appointment of a new Vice-Principal Academic & Dean as this appointment was critical for campus and academic planning. Professor Saini commented that he had been absent from the previous meeting of Council as he had accompanied Premier Wynne on the India Trade Mission. He advised members that the time in India had been fruitful and that several academic opportunities were explored including a strong interest in forensic accounting programs at UTM. Professor Saini briefly reported that no further discussions had occurred regarding a UTM presence in Brampton.

As part of his highlight on student organizations, Professor Saini invited the UTM Residence Council (UTMRC) and the UTM Student Union (UTMSU) to provide members with an overview of their organizations. Ms Alice Li, President, UTMRC, informed members that the elected representative body had Community Directors and Associates who liaised with students of each residence community, in addition to their executive team. She provided an overview of the UTMRC initiatives, which focused on positive community building, the integration of first and upper-year students into the academic and social life at UTM, and communication with other student bodies in order to coordinate campus wide activities.

Mr. Ebi Agbeyegbe, President, UTMSU informed members of the three pillars of the Student Union, which included *Campaigns, Events and Services*. He stated that UTMSU worked towards information gathering and consultation with students, which was then forwarded to administration and governance. Mr. Agbeyegbe noted that several campaigns were in place to raise awareness on issues such as tuition fees, ancillary fees and compulsory non-academic incidental fees, as well as student representation on governance bodies. Other services included the UPASS, Blind Duck Pub and the multitude of services offered at the Student Centre to student societies. Mr. Agbeyegbe also highlighted key events for members, such as Orientation week. In response to a member's question, Mr. Agbeyegbe noted that the UTMSU was linked to the Canadian Federation of Students as well as the Global Student Union.

4. Office of Student Transition: Presentation by Mr. Dale Mullings, Assistant Dean, Students & International Initiatives and Ms Jackie Goodman, Supervisor, Student Transition

The Chair invited Mr. Dale Mullings, Assistant Dean, Students & International Initiatives and Ms Jackie Goodman, Supervisor, Student Transition to provide an overview¹ of the Office of Student Transition. Mr. Mullings reported that the Office of Student Transition (OST) was conceptualized after a working group had been called together to explore the student transition process. The working group found that there were twenty two first year initiatives in place, which led to the creation of a new mission, vision and design guidelines to reduce redundancies. Mr. Mullings noted that the three main areas of support were aimed at new and upper year students as well as parents, but that the focus was currently on first year programming. Ms Goodman reviewed the developmental goals and programs to support students in their

¹ A copy of this presentation is attached as Attachment A.

successful academic and social transition at UTM. Ms Goodman provided an overview of the credit and co-curricular offerings for the various programs within OST, as well as emerging initiatives for the upcoming academic year.

In response to a member's question regarding the engagement of students who lived on residence, Ms Goodman noted that those students had a peer mentoring program in addition to the Launch program, as commuter students were already enrolled in first year engagement orientation. She added there were plans to integrate the two programs in the future. A member asked whether students with mental health concerns would be identified through transition support programs. Mr. Mullings noted that all student staff were trained in SafeTalk and worked closely with Health and Counselling Centre counsellors to identify and refer students. In addition, the vast majority of Launch programs included health and wellness components taught directly to first year students.

5. Compulsory Non-Academic Incidental Fees - Student Society Fees: UTM Student Society Proposals for Fee Increases

The Chair reminded members that Council was responsible for considering compulsory non-academic incidental fees for representative student committees and divisional student societies. The Chair noted that student society fees were subject to the terms and conditions of the *Policy on Ancillary Fees* and the *Policy for Compulsory Non-Academic Incidental Fees* and guidelines noting thresholds that require the support of student referenda. On behalf of the Campus Affairs Committee, Professor Joseph Leydon advised members that the committee recommended this item for approval at its meeting on February 11, 2016. The Chair invited Mr. Overton to provide an overview. Mr. Overton explained that membership in student societies was automatic and based on registration, and listed the student societies at UTM.

On motion duly moved, seconded, and carried

YOUR COMMITTEE APPROVED,

THAT subject to confirmation by the Executive Committee,

THAT beginning in the Summer 2016 session, the University of Toronto Mississauga Student Union (legally, the Erindale College Student Union) fee be increased as follows: (a) an increase of \$10.99 per session (\$10.99 part-time (Summer session only) in the Mississauga Transit U-Pass portion of the fee;

THAT beginning in the Fall 2016 session, the UTMSU fee be increased as follows: (a) an increase of \$0.24 per session (\$0.02 part-time) in the society portion of the fee; (b) an increase of \$0.01 per session (\$0.01 part-time) in the On Campus First Aid Emergency Response/Erindale College Special Response Team (ECSPERT) portion of the fee; (c) an increase of \$0.02 per session (\$0.02 part-time) in the Academic Societies portion of the fee; (d) an increase of \$0.01 per session (\$0.01 part-time) in the Food Bank portion of the fee; (e) an increase of \$0.02 per session (\$0.02 part-time) in the Student Refugee Program portion of the fee; (f) an increase of \$8.35 per session (\$8.35 part-time) in the Mississauga Transit U-Pass portion of the fee; and

THAT beginning in the Fall 2016 session, the UTMSU fee charged to Mississauga Academic of Medicine (MAM) students in the Fall and Winter sessions be increased as follows: (s) an increase of \$5.20 per session in the Mississauga Transit Summer U-Pass portion of the fee.

5. Operating Plans and Fees: UTM Student Services

On behalf of the Campus Affairs Committee, Professor Joseph Leydon advised members that the committee recommended this item for approval at its meeting on February 11, 2016. He noted that discussion at the Committee level had included that the salary increases indicated under Student Life initiatives were partially attributable to a new position that would focus on marketing and communications of co-curricular initiatives in particular as well as additional administrative duties and supplement work-study positions. Non-member speaking rights were granted to representatives of UTMSU who spoke to the following points: the problem of consolidating fees; lack of consultation on

the allocation of Student Services Fee funds towards Student Life initiatives; that the QSS process as a whole was flawed and that administration was manipulating the Protocol by consolidating fees; UTMSU's decision not to engage in dialogue with QSS, which was their prerogative – they wished one more attempt at formal dialogue should be allowed before CAC considered the item. Professor Leydon advised that members had discussed timelines specific to the Student Union's ability to gather feedback and were advised that the process normally encompassed approximately 7 months before final voting. A member remarked that the Campus Affairs Committee had existed for three years and that the arguments as laid out by the UTMSU had been heard before. Professor Saini had advised that he would undertake to explore remedies to the way that QSS functioned by initiating discussions with UTMSU. Professor Leydon then invited Mr. Overton to explain the process by which student services were funded, and to discuss the requirements of *The Protocol* and role of 'Protocol bodies', such as QSS².

Mr. Overton noted to members that the campus fees for consideration included the Health & Counselling fee, the Physical Education, Recreation and Athletics Fee and the Student Services fee. Mr. Overton reminded members that he withdrew a portion of the motion which concerned the last two clauses. He anticipated being able to bring forward a modified proposal with respect to this aspect of the U-Pass fee in the next meeting to enable UTM-affiliated graduate students' continuing participation in the Fall/Winter U-Pass, Summer U-Pass, and Summer Shuttle programs, and for MAM students' continuing participation in the Summer Shuttle program. Mr. Overton provided an overview of factors which drove costs for the campus fees, which included operating cost estimates such as compensation, space costs and third party services. Other drives included extraordinary expenses such as major maintenance, borrowing requirements and debt retirement as well as service demand and revenue projections based primarily on enrolment.

Mr. Overton advised members that QSS was a committee of students and administrators created as a forum on student services and charged with the additional task of consulting with students on certain categories of compulsory non-academic incidental fees to ensure a mechanism for input into specified services and fees. He noted that QSS was guided by the *Protocol* signed by U of T and its three primary student governments, the University of Toronto Students Administrative Council (now UTSU), the Association of Part-time Undergraduate Students (APUS) and the Graduate Student Union (GSU). Mr. Overton noted that during the normal consultation process QSS would fulfill its responsibilities on consultation by utilizing advisory groups on the relevant services, with each advisory group open to QSS voting members and participants, as well as students at large. Here, the directors or managers of the services provided the mission and vision of the program, shared the scope of operations, identified past priorities, and shared data on utilization, staffing and user feedback. Mr. Overton noted however, that this year the process had been different as UTMSU provided written notice that it would not participate in QSS until a set of conditions were met, and they re-articulated their concerns in subsequent meetings with senior administration. The primary condition was to change QSS's role, from that of providing advice to governance on fees under the *Protocol* to instead be a binding authority on those fees. Mr. Overton explained to members that this would contradict the terms of the *Protocol* and that he had directed UTMSU to procedural advice to explore how the *Protocol* may be re-opened.

Mr. Overton explained that since UTMSU had chosen not to attend QSS, departments had sought student feedback through alternate means, which included open calls for feedback, setting up tables in high traffic areas, advisory groups, user surveys, review of collective feedback and intercept surveys. Mr. Overton noted that overall he believed that the proposed documentation included consultation from students that was as extensive or even more-so than in previous years.

A member commented that he had been a member of the QSS body as well and believed that the heart of the issue was a disagreement on the interpretation of the *Protocol* between administrations and the Student Union, where the Union felt that the administration had not conducted true consultation with elected representatives of the student body at large. He proposed that in order for this issue of interpretation to be cleared that the University seek legal opinion on the interpretation.

A member clarified that administration had sought consultation from the larger student body due to the lack of participation on the part of the Student Union, whose presence was required for quorum at QSS. Mr. Mark Overton confirmed, and added that invitations for consultation had also been extended to the Student Union as well.

² A copy of this presentation is attached as Attachment B.

Ms Meredith Strong, Director, Office of the Vice-Provost, Students & Student Policy Advisor noted to members that the *Protocol* allowed for administration to seek increases based on CPI and UTI indexes, notwithstanding the advice of the Council on Student Services (or the corresponding body of a college or faculty). Ms Strong also clarified that the Student Services Fee was not a new fee, but an amalgamation of previously existing individual components that was now brought forward for consideration under one name. In response to a member's question Mr. Overton added that the Co-Curricular Record specifically, was also not a new fee, but an initiative under the Student Services Fee.

In response to a member seeking clarification on the role of QSS, Professor Saini remarked that it was an administrative committee and to change its role to a governance body was not within the purview of the UTM Campus Council. Professor Sandy Welsh, Vice-Provost Students, advised that the *Protocol* outlined that in order to change the role of QSS, the agreement must be opened up by either the "Governing Council, or the Students' Administrative Council and at least one of the Association of Part-Time Undergraduate Students or the Graduate Students Union gave notice of termination of the agreement at least one year in advance". The member asked if any of those bodies had initiated a change in the *Protocol*, to which Ms Welsh responded that none had done so.

The Chair invited Mr. Ebi Agbeyegbe, President, UTMSU and Mr. Richard Pyne, Director, APUS to address members. In their addresses, they noted that the Student Unions' had a different interpretation of the *Protocol*, and felt that legal opinion be sought to resolve the matter. They also noted that the QSS process as a whole was flawed which was why the Union boycotted the process overall, and that administration was manipulating the *Protocol* by consolidating fees and bringing forth new fees.

A member remarked that the most important aspect of participation was to show up at the table, without which no progress could be made. He urged the Student Union to continue to engage with administration and expressed his hope that the process would improve in the following year. Professor Saini noted as explained by Mr. Agbeyegbe in his remarks, the issues surrounding these fees were not related to new fees or the interpretation of the *Protocol*, but rather that UTMSU could not support any fee increases. A member again questioned the legality of the new student services fee, and asked that the Committee consider deferring the item to the next meeting in order to seek legal opinion.

It was duly moved,

THAT debate of the item be adjourned to the next meeting.

The vote on the motion was taken.
The motion failed.

On motion duly moved, seconded, and carried

YOUR COMMITTEE APPROVED

THAT subject to confirmation by the Executive Committee,

THAT the 2016-17 operating plans and budgets for the UTM Student Services (including the Health & Counselling Centre, the Department of Physical Education, Athletics & Recreation, and Student Services), recommended by Dean of Student Affairs, Mr. Mark Overton, and described in the attached proposals, be approved; and

THAT the sessional Athletics & Recreation Fee for a UTM-registered or UTM-affiliated full-time student be increased to \$175.20 per session (\$35.04 for a part-time student), which represents a year-over-year increase of \$3.44 per session (\$0.69 for a part-time student) or 2.0% (resulting from the elimination of a 2013-14 three-year temporary increase, a permanent increase of 0.97% and a three-year temporary increase of 1.5%); and

THAT the sessional Health Services Fee for a UTM-registered or UTM-affiliated full-time student be increased to \$38.44 per session (\$7.69 for a part-time student), which represents a year-over-year increase of \$2.21 per session (\$0.44 for a part-time student) or 6.10% (resulting from a three-year temporary increase of 4.11% and a permanent increase of 2.0%); and

THAT the sessional Student Services Fee for a UTM-registered or UTM-affiliated full-time student be increased to \$157.45 per session (\$31.49 for a part-time student), which represents a year-over-year increase of \$6.37 per session (\$1.27 for a part-time student) or 4.22% (resulting from the elimination of a 2013-14 three-year temporary increase, and a permanent increase of 2% and a three-year temporary increase of 4.17%).

CONSENT AGENDA

On motion duly moved, seconded, and carried

YOUR COMMITTEE APPROVED

THAT the consent agenda be adopted and that Item 7 - Report of the Previous Meeting, be approved.

- 4. Report on UTM Capital Projects** – as at January 29, 2016 (for information)
- 5. Reports for Information**
 - a. Report 15 of the Agenda Committee (January 20, 2016)
 - b. Report 14 of the Campus Affairs Committee (January 7, 2016)
 - c. Report 13 of the Campus Affairs Committee (January 6, 2016)
- 7. Report of the Previous Meeting:** Report 14 of the UTM Campus Council, December 3, 2015
- 8. Business Arising from the Report of the Previous Meeting**
- 9. Date of the Next Meeting** – March 3, 2016 at 4:10 p.m.

The Chair reminded members that the next meeting of the Council was scheduled for Thursday, March 3, 2016 at 4:10 p.m. at 4:10 p.m. in the Council Chamber, William G. Davis Building.

10. Question Period

There were no questions.

11. Other Business

There were no other items of business.

The meeting adjourned at 5:55 p.m.

Secretary
March 16, 2016

Chair

OFFICE OF STUDENT TRANSITION

Enriching Your Journey

Dale Mullings
Assistant Dean, Students and International Initiatives

Jackie Goodman
Student Transition Manager

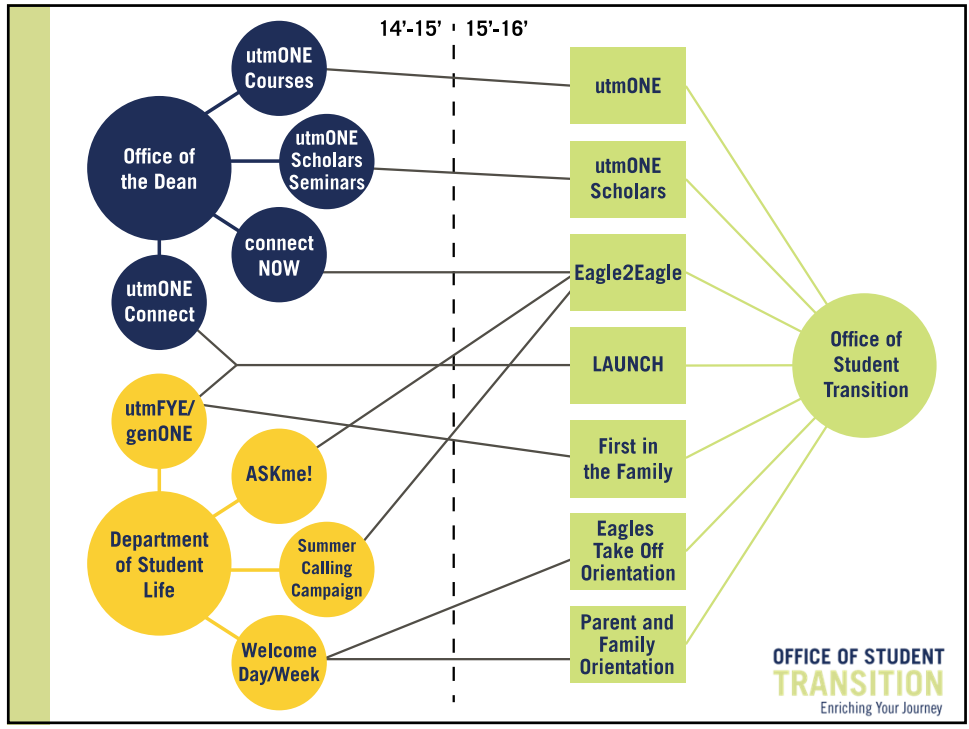


History of the Office of Student Transition

The Office of Student Transition offers an integrated and collaborative approach to supporting new and current students at UTM. Built as a partnership between Academic Affairs and Student Affairs, the Office of Student Transition hosts a variety of programming and initiatives designed to provide students' a strong academic and social foundation within a supportive learning environment.

3 main
areas of
support
are:

- New Student Support
- Upper Year Student Support
- Parent Support & Programming



New Student Support Mission:

To promote the successful academic and social transition of University of Toronto Mississauga students by introducing them to key skills, resources, and expectations within a supportive community that fosters a culture of excellence.

Developmental Goals

- Cultivate Foundational Academic Skills
- Promote Depth and Breadth of Knowledge
- Develop Civic and Community Engagement
- Encourage Personal Development
- Support Students Negotiating the System

Design Principles

- Peer Involvement
- Community Engagement
- Access
- Alignment and Collaboration
- Continuous Assessment



Summer Support

Eagle2Eagle | 601

Eagles Take Off! Orientation | 1,017

Leadership Roles

First Year (STAC & Bloggers) | 12

Upper Year | 102

Fall Term Support

For-Credit Courses

utmONE | 192

utmONE Scholars | 89

Peer Mentoring

LAUNCH | 427

Subpopulation Support

LAUNCHing (FG/ELL/B) | 104

Academic Coaching | 28

Collaborations

Early Alert | 154

Exam Jam | 2005



Emerging Initiatives for 2016 - 2017

utmONE Scholars 2nd Year
International Field Course
UTM290 Launching Your Research:
International Field-Study Experience

Time Management Tool

PSEP Student Support

Curriculum Mapping Project

Student Development

Internship Course

EDS377H5 (UTM377H5)

Why First Year Matters:

Exploring the Impact of Peer Mentoring

Guardians of UTM: Quest
Based Transition Gaming App

Operating Plans and Fees: UTM Student Services Item 6

Mark Overton, Dean of Student Affairs

March 3, 2016



Summary of Campus Fees for Approval

	Proposed to QSS	Maximum allowed without QSS endorsement	Approval sought from CAC/CC
Health & Counselling Fee	--	\$ 38.44	\$ 38.44
Phys Ed, Recreation & Athletics Fee	--	\$ 176.04	\$ 175.20
Student Services Fee	--	\$ 163.94	\$ 157.45

Campus fees for consideration

- UTM Health & Counselling Fee
- UTM Physical Ed, Recreation & Athletics Fee
- UTM Student Services Fee (funding a range of programs & activities, including Shuttle Services, the Career Centre, International Education Centre, child & family care, Student Life Initiatives including the co-curricular record, student handbook and communications...)

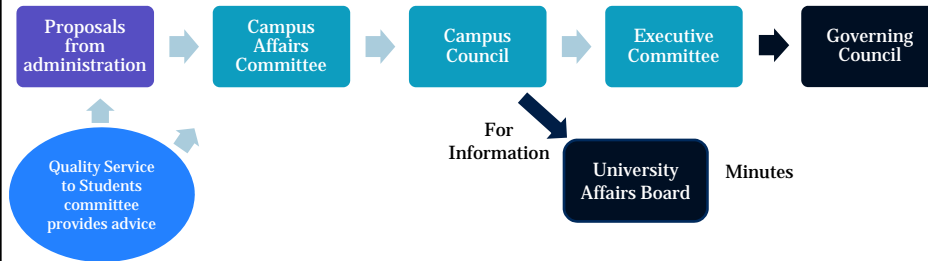


Campus fees for consideration

- **Operating Cost Estimates**
 - Compensation (most services' costs are personnel related)
 - Space costs (utilities, caretaking, routine maintenance)
 - Third-party services (shuttle fleet, UT child care, UT jobs database)
- **Extraordinary Expenses (major maintenance/capital)**
 - Phys Ed, Recreation & Athletics facilities
- **Borrowing Requirements & Debt Retirement**
 - Phys Ed, Recreation & Athletics facilities
- **Service Demand & Revenue Projections**
 - Enrolment (full-time/part-time balance, new/returning students balance, undergrad/grad balance)



Overview of Process



Role of QSS

Quality Service to Students Committee (QSS)

- 17 voting members (11 student voters; 6 voters from administration) plus many non-voting student and administrative participants)
- Normally meets monthly
- Quorum requires at least 11 members present, including 6 students, representing at least 2 student societies, one of which must be UTMSU
- Not a part of governance; governed by policy and protocol on non-tuition fees
- Protocol assigns to QSS the responsibility to advise on proposals related to specific fees, which are conveyed to governance



Advice from QSS

Normal consultation process

- Departments provide service orientations at QSS (Sept. & Oct.)
- QSS advisory groups meet on operations (Nov. & Dec.)
- Budget/Fee proposals discussed with QSS by UTM services' directors/managers (Dec. & Jan.)

Voting

- Endorsement requires support from both a majority of voters and a majority of student voters present at QSS
- Advice is conveyed to governance

QSS has not yet established quorum in 2015-16, so no advice from QSS is available to be conveyed



Recommendations & requests

Lacking normal QSS process, departments sought students' feedback through alternative means

- Open calls
- Tabling
- Advisory groups
- User surveys
- Review of collected feedback
- Intercept surveys

Recommendations and requests reflect students' input through consultations and the administrative needs of the departments, within bounds of the *Protocol*



Recommendations & requests

Without QSS's endorsement, services can seek increases allowed under the *Protocol*

- Consumer Price Index (CPI) used in UT long-term planning and
- University of Toronto Index (UTI) calculation for each fee

Can seek the lesser as a permanent increase and the greater as a temporary, 3-year increase



Summary of Campus Fees for Approval

	Existing fee	Maximum allowed without QSS endorsement	Approval sought from CAC/CC
Health & Counselling Fee	\$ 36.23	\$ 38.44	\$ 38.44
Phys Ed, Recreation & Athletics Fee	\$ 171.76	\$ 176.04	\$ 175.20
Student Services Fee	\$ 151.08	\$ 163.94	\$ 157.45